



Meeting Notes / Minutes

Meeting of 18th June 2025

Members present:

Mr. Peter Wadlow (Chair)
Mr. Samuel Pedlar (Diocese of Ely Building Support Officer)
Mr. Christopher Mills
Mr. Bob Cox
Ms. Jacky Spooner
Ms. Celia Flett
Ms. Yvonne Cocks
Ms. Helen Powell

Apologies

Mr. Ronald Whitehead
Mr. Fred Leach (Leader of the Parish Council)

The meeting was opened at 10:05am commencing with a note of respect, on the sad news of the death of Mr. Tony Peppercorn, a Church Warden and member of this committee.

Most of the details of this meeting have been communicated to the Chair by e mail from Mr. Sam Pedlar which has been forwarded to all members of this committee.

Contents:

*Thank you for meeting me at the church this morning. At the meeting, we discussed:
More role and how I can provide help.*

- *The church and its links to the community. This includes some fabulous community work, a link with local primary schools, coffee mornings, a bat night (which will help with the environmental goals of the Lottery and CofE), and as a training centre for bell ringers.*
- *The needed building repairs.*
- *The National Lottery Heritage Fund and how you can meet the investment principles.*

Though we discussed the need for the church to have organisational sustainability. This is important not only for obtaining funding (because it shows the community are engaged in the project), but it's also helpful to the PCC as they seek to launch and follow through such a large project. For this reason, we discussed starting a project group comprised of community members and PCC members that can help to shape and build the project. We discussed All Saints, Elm as a local example who have recently successfully recruited for a project group who are now working towards a Lottery Application and are helping the PCC with other types of maintenance and church tasks. I agreed that I would send a plan for I generally do to help churches recruit a project team:

Discussions between me and the PCC on the plan.

- 1. I will write a survey and some advertising for the community; this will hopefully be distributed with the village magazine.*
- 2. I will draft a document explaining the goals of the project to 'local stakeholders' (e.g. parish councillors, sports clubs, local groups, school) in more detail.*
- 3. The survey will run for a certain number of weeks (normally 4-6).*
- 4. In the meantime, we will hold an event or public meetings at which we will discuss our plans in greater detail and get more people on board. I would attend this and give a presentation. You suggested your Pets Day Service could offer a potential slot for this event as many attend who don't usually come.*
- 5. We will then follow up with those who stated they wished to join the Project Group and create the group. The group will begin to work with the PCC to plan and deliver the project, ably assisted by Holly and me when needed.*

I have attached leaflets and documents from similar consultations for project teams that I ran in Elm and am currently running in Weeting and Wicken. Let me know your thoughts on these and whether you wish me to replicate something similar for Walsoken.

At some stage, Holly will also discuss with you about the process of procuring an architect, as this may be needed for your Lottery Bid. But as I said, Holly's advice and forms make this a much simpler process than it would usually look.

We are planning to attempt to start a Project Group which will be a sub-committee of the PCC and open to all members of the community to join. The aim of this group is to gain more volunteers to help with the repair project/lottery application. We are going to do some community engagement and consultation around this issue. Our plan is to:

- Host a Christmas event on December 11th (time TBC) Holly and I will attend. We will give out surveys here and have a slot to speak about the project and ask people to get involved. We will then position ourselves by the door and try to get people to fill out surveys before they leave.*
- In the meantime, the PCC would look at tendering for a new architect and would also start some conversations with community groups about the project.*
- I promised to create a draft survey (attached) and send it for your comments, when you are happy – please let me know and I can load it onto Microsoft Forms. The survey will go 'live' before our event and will be open for 6 weeks; we will review results in January. People will be able to complete it on paper or online.*
- I promised to create a memo for the local stakeholders (e.g. parish councillors and school). I also promised to create advertising for the newsletter – let me know when you need these by. You may expect them to look a little like this: https://www.canva.com/design/DAGGsrXI6b4/nWkEJQIZbdltxcELrikOyw/view?utm_content=DAGGsrXI6b4&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h7b70ab258f*
- Bob will create a page on the church website and the Fabric group will think of a snappy name for the project – I suggested using Great Staughtons project as a guide: <https://swhw.co.uk/about/st-andrews-star-project/>*



Architect Tendering

For this project you are going to need to follow the Lottery's tendering rules and so will need to tender for an architect. I have checked with Holly and in 2023 Ruth estimated the total repairs needed in the next 5 years to be about £390,000. Once you add VAT, inflation, other professional fees, survey costs etc. it will be significantly more; we think £500,000 was the estimate when we were last thinking of a Lottery bid (2019/2020). We did talk to Ruth about phasing, but apart from the drains there was nothing she felt that could be done under £250,000 and the roof is arguably more urgent than the drainage. I think they would be best to go through the full tendering process to cover yourselves.

It would be best to get this sorted as soon as you can so when you have the project group in place you know who your architect is and so you can make sure this process is done and dusted promptly – as it may take up to 3 months or more.

*I have attached all the forms you will need. The document **Appointing a Professional Advisor** just explains when and why a competitive tendering process is required. As the architect's fees on all the work needed are likely to be over £50,000, I'd suggest you go for the full tendering process. This involves placing an advert asking people to complete a **Pre-Qualification Questionnaire**, then based on the responses to this, inviting people to submit a tender. You then interview candidates, at least 5 if possible. Finally, you need to write a short report on the process and how you reached a decision. I and especially Holly can help with all this and put you in touch with other PCCs who have recently been through this process. I realise this may appear slightly frightening, but it is more straightforward than it first appears (we hope).*

Other matters discussed:

The application for a grant requires a launch event. After discussion the Committee, in conjunction with Sam Pedlar, (Building Support Officer, Ely), the date of Thursday 11th December 2025 in the evening. This would include the switching on of the Church Christmas tree lights, and bell ringing, and supplying mince pies and mulled wine.

- A survey is required to gain evidence to support the application.
- Insert in Parish magazine.
- Updates on bulletin sheet.
- Item on Church's web page
- Saving heritage.
- Access to the church.
- Activities conducted in the church and participation.
- Organisational Sustainability (how the church is organised)
- Work undertaken with schools.
- Bell ringing.
- Impact of project on carbon footprint.
- Grade 1 listed building on the "at risk" register.

The Office of "Chair" of the Grant Application Committee will be offered to Rev. Paul Kite. If accepted Peter Wadlow will act as Lay-Chair.

An expression of thanks was given to Mr. Pedlar for his work and assistance.



Addendum

Since the last meeting following consultation with the Church Architect, and Ely Building Support Officer an application for £250,000 would be insufficient to complete the necessary repairs to the church. Therefore, a full application for £500,000 will be tendered.

